

Position: Student Financial Services Counselor (Financial Aid Specialist)

Department: Student Financial Services

Reports to: Director of Student Financial Services

Job Summary: Counsel students and parents regarding financial aid programs and procedures. Prepare student financial aid packages.

Duties and Responsibilities:

- Prepare student financial aid packages, including awarding, needs analysis, and verification.
- Advise students on methods to pay tuition and fees, including invoices, account balances, financial aid status, monthly payment plans, and general inquiries related to financial matters.
- Respond to and resolve student inquiries made by phone, email, or in person in a timely and professional manner.
- Participate at special functions such as high school and college events and open houses.
- Participate in special committees as part of developing the Student Financial Services Office.
- Work with a variety of constituent groups and College departments to assist in meeting the College's enrollment goals.
- Serve as liaison between the College and federal, state, local and third party agencies and lending institutions.
- Understand and adhere to all federal, state, and local regulations regarding the distribution and reconciliation of Title IV funds.
- Communicate on a regular basis with the College's athletics department to ensure that applicable NCAA regulations are understood and are being followed for enrolled or prospective student-athletes.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree.
- Strong analytical skills in order to make professional judgment decisions on student aid packaging and special payment arrangements.
- Excellent written and verbal communication skills.
- Computer proficiency in Microsoft Outlook, Word and Excel. Familiarity with database functionality. Experience with student Information Systems, such as Ellucian Colleague is a plus.
- Ability to work additional hours during peak periods.
- Bilingual in English and another language a plus.

Interested applicants can apply by clicking [here](#).